
Job Opportunity

Delta Protection Commission

The Delta Protection Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

August 24, 2007

STUDENT ASSISTANT

Range A \$8.13 - \$8.69 per hour
Range B \$8.69 - \$9.35 per hour
Range C \$9.35 - 10.04 per hour
Range D \$10.04 - \$10.83 per hour

Approximately 20 hours per week

Under the general direction of the Associate Governmental Program Analyst, the incumbent is responsible for tasks related but not limited to the following:

DUTIES AND RESPONSIBILITIES:

- Answer incoming telephone calls, direct calls to the appropriate staff member, take messages, and act as the first point of contact to greet and direct visitors to the office;
- Open, process, and distribute mail to staff members. Receive and sign for registered, express, and certified mail;
- Prepare regular mailings to the Commission and maintain various mailing lists. Assist with the coordination of Commission meetings, including set up of the meetings;
- Perform general clerical duties such as typing, copying, and filing;
- Maintain staff calendars and coordinate meetings, as necessary;
- Prepare routine correspondence, memos, and reports, as needed;
- Other duties, as assigned.

DESIRABLE QUALIFICATIONS:

- Ability to type and operate a copier and fax machine;
- Good attendance and dependability;
- Knowledge of personal computers (Microsoft Office Suite);
- Ability to work in a team environment;
- Good interpersonal skills.

POSITION LOCATION:

Delta Protection Commission
14215 River Road
Walnut Grove, CA 95690
(Delta Area)

FINAL FILING DATE: **Until Filled**

SUBMIT APPLICATION TO:

California State Lands Commission
Attention: Personnel
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202
(916) 574-1910

PLEASE NOTE: *Faxed and e-mailed applications will not be considered.*

WHO MAY APPLY:

Students who have applied for, or enrolled as a student in, an appropriate college or university program.